



TERMS AND CONDITIONS OF ENROLMENT

(Subject to Change Without Notice. The most recent Terms and Conditions of Enrolment will be published on the College website)

Important notice: This document forms the basis of a legal contract between the Applicant/s and the College. If there is more than one Applicant each is bound by the Terms and Conditions under this Agreement including joint and several liability for payment of fees.

1. DEFINITIONS

- **Applicant** means the person/s set out in the Enrolment Agreement, being the Parent/s and/or Legal Guardian/s of the Student listed in the Agreement and if more than one, each of them jointly and severally.
- **College** means Waverley Christian College, ABN 48 847 196 961, CRICOS 01958D. Campuses are located at 1248 High Street Road, Wantirna South, Victoria 3152 and 20 College Drive, Narre Warren South, Victoria 3805
- **College Policies and Rules** means College policies, rules and guidelines as detailed in the Parent and Student Information Handbook, on our Website, on Waverley Engage and in the College diary.
- **Conditions of Enrolment** means these Terms and Conditions of Enrolment, including any subsequent amendments made by the College.
- **Enrolment Agreement** means the agreement forming part of these Terms and Conditions of Enrolment by which the Applicant agrees to be bound.
- **Fee Schedule** is the relevant Fee Schedule published annually by the College for Local Students.
- **Fees** means tuition and additional charges set out by the College and outlined in the annual Fee Schedule, available on our Website and on Waverley Engage.
- **Principal** means the Principal of the College, or the Principal's authorised delegate.
- **Student** means the student/s set out in the Enrolment Agreement.
- **Website** means www.wcc.vic.edu.au
- **Waverley Engage** means the College's intranet site, <https://coneqt-p.wcc.vic.edu.au>

2. CONTINUING ENROLMENT

The continuing enrolment of a Student at the College is subject to compliance with the College's vision, ethos and values, Terms and Conditions of Enrolment, Parent Code of Conduct, Student Code of Conduct and College Policies and Rules.

Overseas students accepting enrolment must hold a valid visa for the duration of their enrolment at the College, allowing the Student to remain and be educated in Australia.

If an Applicant wishes to withdraw a Student from the College, the Applicant must give to the College one term's notice in writing or pay to the College the equivalent of one term's fees. One term's notice in writing or a term's fee in lieu of notice is required where the Applicant does not go ahead with a future place that has been accepted by payment of the Acceptance of Enrolment fee.

Transfers of enrolment between campuses are not permitted except in exceptional circumstances at the discretion of the Principal.

3. FEES AND ACCOUNTS

The Applicant shall be liable for payment of Fees and, if there is more than one Applicant, each of them are jointly and severally liable.

Fees are due and payable in full on the dates set out in fee statements unless another arrangement has been pre-agreed in writing between the Applicant and the College. Fees will be billed at the rates and intervals outlined in the annual Fee Schedule.

The Acceptance of Enrolment Fee is a fee payable to accept a place at the College. This fee is neither refundable nor transferable. Terms and Conditions regarding Fees and Accounts are included in the College's Fee Schedule which is published annually.

4. RULES AND DISCIPLINE

Enrolment at the College is conditional upon the Applicant and Student complying with the College's policies and rules, including Codes of Conduct as amended from time to time.

The College reserves the right to discipline the Student, including for out of hours behavior that may affect other students or staff or unduly damage the reputation or property of the College. Disciplinary action, including detention, suspension or expulsion from the College, may be taken, if in the opinion of the Principal, the Student is found to have breached College policies and rules or is found to have engaged in behaviour detrimental or harmful to the College, its staff or students.

5. ATTENDANCE

The Student must attend the College on the dates and between the hours advised by the College.

The Student must attend and participate in all scheduled classes, co-curricular activities and any activity expected of a Student at the College.

The Applicant must advise the College if the Student will be absent in the manner as advised in the Parent and Student Information Handbooks.

6. UNIFORM

The Applicant agrees to support the College Uniform Policy and accepts that the Student will wear the correct uniform, and at all times when wearing the College uniform, act in a way that reflects well on the College.

7. HEALTH AND MEDICAL TREATMENT

The Applicant must notify the College if there are changes to the physical and/or mental health of the Student at any time and provide any relevant information or reports in a timely manner.

It is the responsibility of the Applicant to ensure appropriate insurance cover should the Student be injured or taken ill at the College. It is recommended that families take out Ambulance Victoria membership as the College, in exercising its duty of care, will call an ambulance if it deems it necessary to do so, regardless of whether the family has Ambulance Victoria membership.

8. CONSENTS

This section applies to all programs and activities run by the College, both curricular and co-curricular, and any activities within the scope of activities expected of a Student of the College. This includes before and after school care and any travel undertaken in the course of, to or from College activities.

The Applicant agrees that the Student may access the services of College specialists such as the Nurse and Student Wellbeing Coordinators. The Applicant consents to those services being provided to the Student and for confidentiality between Student and specialist to be maintained without reference to the Applicant where deemed appropriate.

The Applicant consents to the College arranging first aid and medical treatment in the event of an emergency and agrees to be responsible for all cost of any such treatment, eg ambulance expenses.

The Applicant agrees that the College is not liable for any loss or damage to property of the Applicant or the Student including musical instruments, sporting equipment, electronic devices and clothing, caused by the Student, by other students or by third parties.

The Applicant agrees to cover all costs relating to loss or damage to School property arising from the use or possession of such property by the Student and/or Applicant.

The College may include photographs and/or audio/ visual material of the Student in print and online for distribution within the College community (photographs may be captioned with names) or outside the College community (photographs would not be captioned with names unless consent is provided). The Applicant consents to such use and disclosure of the Student's photographs and/or audio/visual material unless such consent is expressly withdrawn via written notification to the College.

In signing this Enrolment Agreement, you consent to us using your personal information and the Student's personal information for the purposes of receiving College marketing communication such as our College magazine or invitations to Open Morning or philanthropic support for the College, by mail or email.

9. DISCLOSURE OF INFORMATION

The Applicant acknowledges that the information provided to the College is true and correct, and that full disclosure has been made. The College reserves the right to obtain further information regarding the Student for example by conducting reference checks with the Student's school or church. Where information is not disclosed, inadequately disclosed or incorrect, the College may decline to enrol the Student or terminate the enrolment.

10. COLLECTION AND USE OF PERSONAL INFORMATION

The College will need to collect personal information about the Student, including:

- information necessary to satisfy the College's legal obligations under statute and common law
- medical/health information, and
- academic information.

The College will deal with such personal information pursuant to the College's Privacy Policy available on our Website.

11. COMMUNICATION WITH APPLICANT

The Applicant/s will advise the College of any changes in contact details and other personal information including changes to family circumstances (eg separation or divorce), any court orders which deal with parental responsibility for the Student, the education of the Student or otherwise limit the Student's contact or communication with one parent or other person, within a reasonable time of the change.